

# Curricology BLAST!

*Where Curriculum and Technology Meet*



Step-by-Step Instructions

## Downloading from the Internet

# Downloading From the Internet

Will you get a virus, or mess up your computer... or is it safe to download stuff off the net? Follow these instructions to learn what and how to download.



## What is downloading?

Downloading is the process of transferring a file from the internet to your computer (uploading, then, works the other way – it's transferring something from your computer to the net).

## What kind of files can I download?


Games, screensavers, clipart, fonts, programs, add-ons, plug-ins... there are so many different types of files available for downloading on the net.

## Is it safe?

Depends. Downloading off the net definitely exposes your computer to viruses. But, if you download from established commercial sites, you should be fine. Be careful when downloading off personal sites. A good anti-virus program will scan anything you attempt to download and stop the process if a virus is detected.

## Where Does it Go?

Most of the time, you determine where the files you download off the internet are stored on your computer. It's important to know where the files are stored so you can access them later. A good idea is to always store downloaded files in one place, like a folder on your desktop. Follow these steps to create that folder:

- 
- Right-click on any empty space on your desktop and a little menu will appear**
  - With the left mouse button, select NEW, then FOLDER**
  - A new folder will appear on your desktop with its name (New Folder) highlighted**
  - To change the name, type DOWNLOADS, then press ENTER**

Now, every time you download, save the file right inside this folder and you'll always know where to find them!

## OK, You're Ready to Download!

On the next few pages, we'll look at downloading a few different types of files. There is so much stuff available online to download, and we won't cover all of it. But this should get you on your way to feeling comfortable downloading stuff off the net.

Let's go!

## Download a program: Adobe Reader

Adobe Reader is a free program that allows you to open PDF files. It's good to keep an updated version of this program on your computer. Follow these instructions for downloading and installing:



### Open Internet Explorer

Go to <http://www.adobe.com/products/acrobat/readstep2.html>

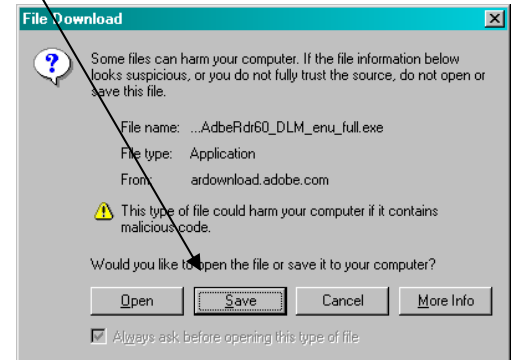
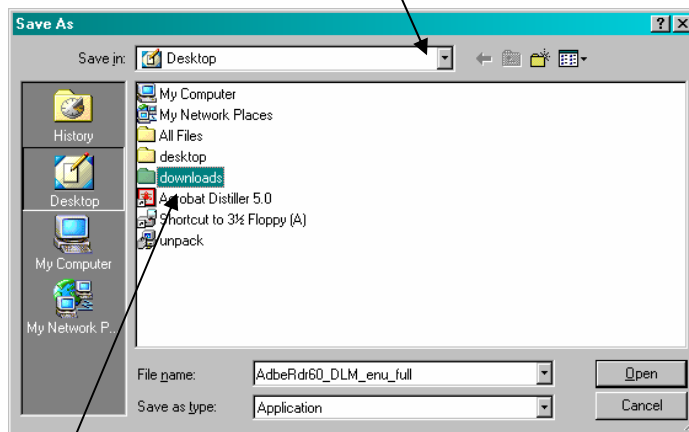
Complete section 1, indicating platform and connection speed (if you have cable or DSL, select broadband... if you use a phone modem, select dialup)

Make sure there is a checkmark next to "download the full version..."

Click the red download button

When the file download window opens, click SAVE

In the save as window, click the top pull-down arrow and select DESKTOP from the list



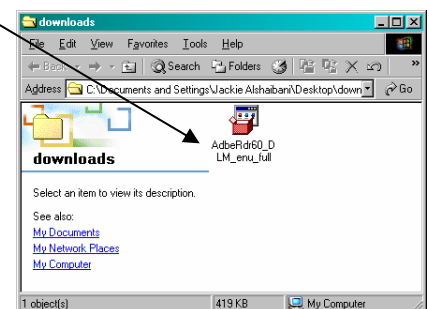
Double-click the downloads folder in the list (the one we created on page 1)  
Click SAVE

Once the file has finished downloading, you need to install it. Close the internet to return to your desktop, then follow these instructions:

Double-click on your downloads folder to open it  
You should see the Adobe file that you just downloaded  
Double-click on the file to activate the installation

During installation, click NEXT (or OK) after each question to complete the process. Click FINISH when the final screen appears.

You should know find Adobe Reader listed in your programs (from the START button, click PROGRAMS)



Once the program is installed, you can delete the original downloaded file from your DOWNLOADS folder. Doing so will not uninstall the program.

## Download clipart

Almost every picture or clipart on the internet can be downloaded to your computer (there are exceptions where some are protected, like company logos, etc). However, you shouldn't feel free to download just anything – always check copyrights first. Some sites will allow you to use their clipart if you mention where you got it, others will not. But, there are sites that offer free clipart for you to download and use as you wish. To find a list of clipart sites for teachers, visit <http://itt.resa.net/ja/clipart.htm>

Let's download clipart from the Animation Factory, a fun website that offers free animated graphics. You can find it at the site mentioned above, or directly at [www.animfactory.com](http://www.animfactory.com)



### Open Internet Explorer

Go to <http://www.animfactory.com>

On the left side of the screen you'll find category names (alphabet, animals...)

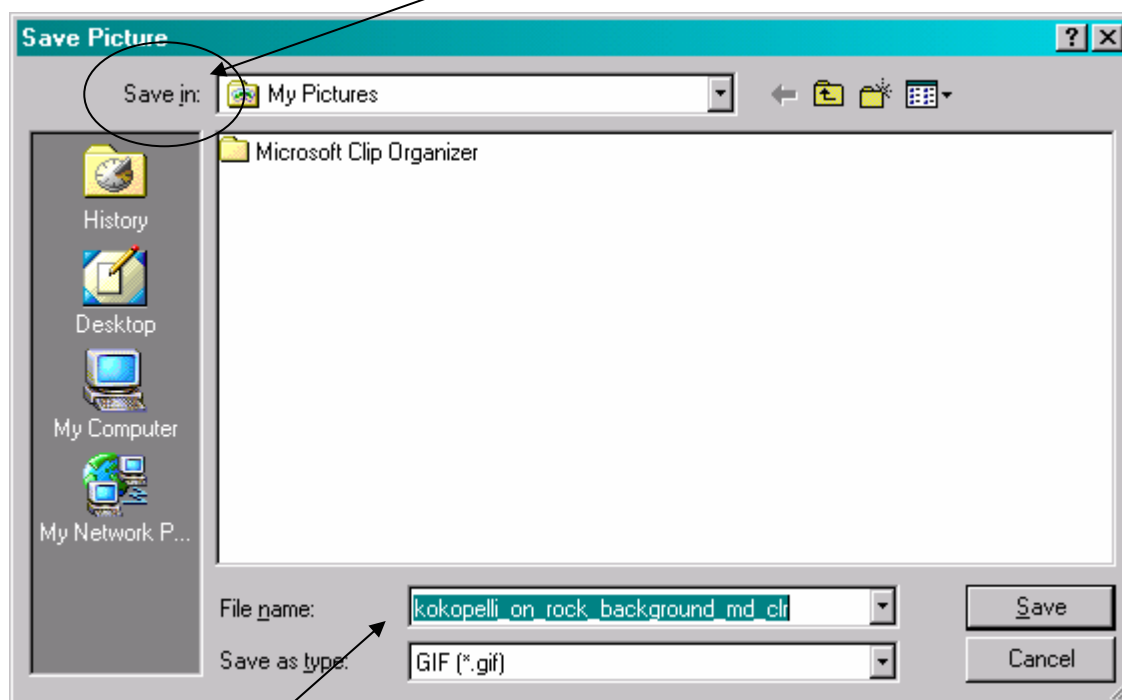
Click on one of the categories to find the free clipart

When you find the clipart you want, click it and you'll be given three versions that refer to the background color (black, clear, white)

Select the version you want to download and RIGHT-click on the image

A menu will appear... select SAVE PICTURE AS

The Save Picture window opens – check where the picture will be saved



Generally, downloaded clipart will be saved in MY PICTURES, which is a good place. Only change the location if you want to save it somewhere else.

Check the name of the file and change it if necessary

(for example, the above file name is much too long, I'd rename it to something shorter)

Click SAVE... then continue looking for more clipart to download

The clipart is now saved on your computer and can be used in Word, PowerPoint, and other applications.

## Use downloaded clipart in applications

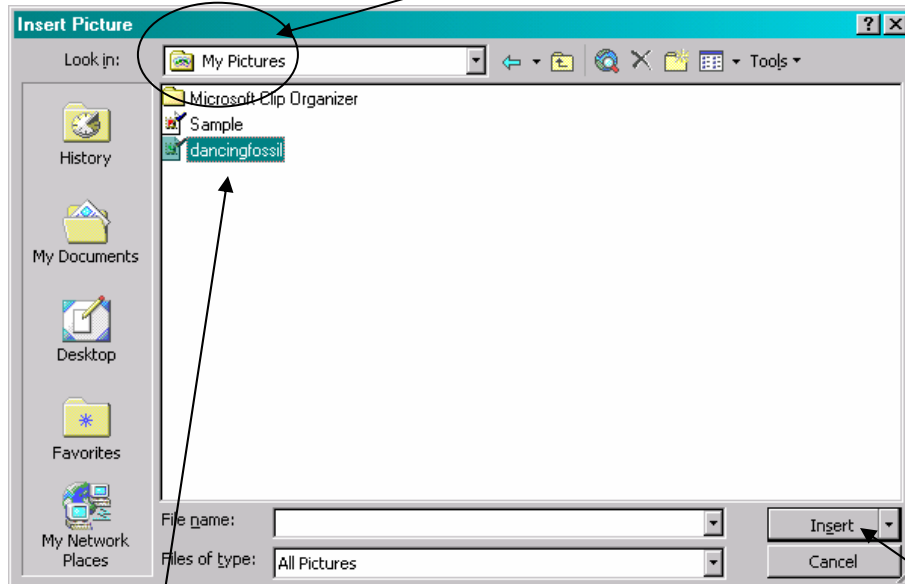
Once you've downloaded from the internet, you can use clipart in any of the applications you have on your computer. To use in Word or PowerPoint, follow these instructions:



### **Open Word (or PowerPoint)**

**From the INSERT menu, select PICTURE, then FROM FILE**

**A window opens up and should be directed to MY PICTURES**



**Click on the name of the clipart you downloaded then click INSERT**

The clipart will now appear in your document or presentation.